

RETIREMENT REFUNDS

AGENCY IS RESPONSIBLE FOR OBTAINING
THE RETIREMENT REFUND FROM THE
EMPLOYEES' RETIREMENT SYSTEM OF ALABAMA.

INSTRUCTIONS INSIDE INCLUDE:

**(1) Employee/Employer Retirement share from
FRMS 25 (please see attached form)**

AND

(2) INELIGIBILITY TO CONTRIBUTE TO ERS

RETIREMENT REFUND CODES:
(1) Employee/Employer FRMS 25 &
(2) INELIGIBILITY TO CONTRIBUTE

BALANCE SHEET ACCOUNT CODES:

9050 SALARY REFUNDS PAYABLE

The Retirement Department chose to use this BS code instead of creating a BS code just for retirement refunds. Using the 9050 BS code will not create any problems because it will have a zero balance when the refund for retirement procedures is completed.

OBJECT/SUB-OBJECT CODE:

0100 04 Employee's Salary Code

**0100 75 Employee's Salary Code -
Prior Period Adjustment**

0200 02 Employer's Share of Retirement

**0200 75 Employer's Share of Retirement -
Prior Period Adjustment**

Reduces BS 9050 Salary Refunds Payable
 Decreases Salary Expenditure
 Decreases Retirement Expenditure

AC				ACTI-	OBJ/	SUB	BS		DEBIT	CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT	AMOUNT
=====										
02	XXXX	XXX						9050	XXX.XX	
22	XXXX	XXX	XXXX			0100	04			XXX.XX
22	XXXX	XXX	XXXX			0200	02			XXX.XX

How to Calculate JV Amounts:

DEBIT	CREDIT	CREDIT
BS Account = 9050	Object Code = 0100 04	Object Code = 0200 02
Total Invoice Amount	Employee Retirement	Employer Retirement

Once the JV is processed (accepted), the budget will be restored to the major object codes (reducing expenditures).

***NOTE: Once the JV 'accepts' the AFNS BBAL table will show a ZERO balance for BS 9050.**

EXHIBIT 7-9-2
SALARY OVERPAYMENT REFUNDS FORM
FRMS-25

This form can be printed from the Comptroller's website at
http://comptroller.alabama.gov/pages/online_forms.aspx

FRMS - 25
Rev 01/13

STATE OF ALABAMA
DEPARTMENT OF FINANCE
Division of Control and Accounts
Salary Overpayment Refunds

This is a flabic form and will compute net and IFSH total.

PLEASE REFER TO FISCAL POLICY & PROCEDURES MANUAL PAGES 7-24 AND 7-25, SECTION C, FOR INSTRUCTIONS

INVOICE NUMBER

Cannot exceed 11 characters. Use with IF&H Record.

Agency Name _____ Agency Code _____

Employee Name _____

Employee ID _____ Warrant Amount _____

Balance Sheet Account 9050 Warrant Date _____

Gross Amount _____ Warrant Number _____

Check if Prior Calendar Year
Call GHRIS for detailed instructions if prior year.

Employee Share:

Employer Share:

FICA #1 _____

compute: Gross less Insurance * 6.2%

Medicare #1 _____

compute: Gross less Insurance * 1.45%

Federal WH #1 _____

State WH #1 _____

City Occupational Tax #1 _____

City Tax Code _____

County Occupational Tax #1 _____

County Tax Code _____

Retirement

Enter amount above ONLY if agency will be requesting a refund. Contact RSA for forms and instructions.

Insurance

Enter amount above ONLY if agency will be requesting a refund. See Fiscal Policy and Procedures Manual page 7-28.

Other Deductions

Enter amount above ONLY if agency will be requesting a refund from the third party vendor.

Net Amount #1 _____

This is to request a refund of the deductions and employer costs itemized above.

Authorized Departmental Approval _____

Date _____ Contact Name and Phone # _____

IFSH AMOUNT
This is the amount you should enter in the IFSH.
It should be the sum of all items marked #1.
ENTER IFSH INVOICE NUMBER ABOVE

REASON FOR REFUND(REQUIRED)

*Reduces BS 9050 Salary Refunds Payable
Decreases Retirement Expenditure*

AC				ACTI-	OBJ/	SUB	BS		DEBIT	CREDIT
TP	FUND	AGCY	ORG	APPR	VITY	REV	O/R	ACCT	AMOUNT	AMOUNT
=====										
02	XXXX	XXX						9050	XXX.XX	
22	XXXX	XXX	XXXX			0200	02			XXX.XX

Step 6: The Agency **MUST** now enter a Payment Voucher (PV) transaction paying out of BS 9050 to reimburse the employee for the Retirement portion that was originally taken out of their payroll check. Please reference the JV number in the description field on the PV.

***NOTE:** Once the JV & PV 'accepts' the AFNS BBAL table will show a ZERO balance for BS 9050.